Edited Version of Pierce County Library System Policy Style Template

**Policy Title**

**Policy Statement**

Short, concise policy statement. Describes why library does something. Written from the customer’s point of view.

**Purpose**

Explains why this policy is necessary. If policy is redundant, eliminate it!

**Definitions**

Include only necessary terms.

**Policy**

Further explains elements of the Policy Statement.

Keep it brief – use as few statements as are necessary.

Use language that is clear and concise.

**Related Policies/Procedures**

Provide titles of other policies with link to them.

**Approved by:** <name, title> <date>

**Revised (Reviewed):** <date>

**Review:** <year or date>

Track dates and actions as they progress. Include the name of the person responsible for upkeep.